



2022

# Montgomery's Inn Farmers' Market Rules and Regulations

*Please note: The terms of this agreement are provisional, as it is currently being reviewed by City Management. You may need to sign an updated application at some point during the upcoming market season.*

## Montgomery's Inn Farmers' Market Goals:

- To promote local food as a means of strengthening the community, protecting the environment, and empowering people to make healthy food choices in accordance with the City of Toronto Food Strategy.
- To make the Inn once again a crossroads where Urban and Rural meet, as it was in Thomas Montgomery's time; a place where farmers and customers can come together for meaningful, mutually beneficial interactions.
- Montgomery's Inn is operated by the City of Toronto. We are committed to equity of opportunity and encourage applications from Aboriginal people, people with disabilities, members of visible minority groups and women.

## Location

The market is held at Montgomery's Inn Museum, located at 4709 Dundas St. West. The closest major intersection is Dundas West and Islington. **Note: Major work on the parking lot scheduled for September 2022 will likely necessitate temporarily relocating the market for Sept/Oct. Market coordinator is currently exploring a number of temporary locations and will hold a meeting to collect vendor input early in the market season.**

## Covid-19

At the moment we are planning to resume a pre-Covid operating model for the 2022 outdoor season (including onsite cooking, sampling, removal of physical distancing barriers & masking, etc.) However, our market will comply with any and all emerging public health guidance provided by the Province of Ontario and the City of Toronto for safe farmers' market operations.

## Dates & Times

The Market will be held on Wednesdays from 2-6 pm year round.

**2022 dates: Outdoor market: May 25 to Oct 26, 2022.  
Indoor Market is Nov 2 to May 4, 2022.  
[No market Dec 28, 2022]**

## Parking

Vendors should park offsite whenever possible. Parking is available on Montgomery rd. Please speak to the market manager if you must park onsite (subject to approval).

## Fees

Site fees are \$25 per VENDOR SLOT (APPROX 10X10), per week during the outdoor season. Fees are \$15 during the indoor season. Fees may be paid in cash weekly, or by check/credit/debit on a per season basis.

## Application process

All vendors must complete an application in advance of selling at the market. Applications are subject to the approval of the market coordinator. Preference will be given to farmers selling their own farm products. A limited number of small manufacturers will be selected in order to provide maximum variety of prepared goods to the customer with an emphasis on local production and/or local ingredients.

## Permitted Products for Vending

*We are a FOOD ONLY market.* Our market allows the sale of both farm products (produce, meat, eggs, cheese, etc.) and prepared food.

The market is producer-based, therefore the market coordinator will ensure that the majority of vendors (>50%) are farmers selling their own farm products. Farmers may also sell prepared foods, so long as they are produced by the farmer, or by a third party in an inspected kitchen, and the 'defining ingredient' is of their own production (i.e. raspberries in raspberry jam, corn in corn chips).

**Any non-farmer vendor selling prepared foods will be designated as a small manufacturer (<49%).**

Prepared food offered for sale by small manufacturers must be prepared *by the vendor* in a health department inspected food premise (ie. a commercial kitchen). A copy of the food premise inspection report and food handler's certification must be supplied to the market coordinator.

## Resale Policy:

The ideal of the Farmers' market is that 100% of products be vendor-produced.

At manager's request, a vendor must be able to positively demonstrate that the products they are selling are indeed of their own manufacture/production. Repeated failure to comply with this re-sale policy will result in dismissal from the market.

Small manufacturers may not re-sell any prepared foods.

However:

With prior approval, a farmer may supplement their own farm products with produce from a neighboring farm or relative so long as the supplemental produce does not constitute more than 25% of their product mix. The intention of this 25% allowance is to increase the diversity of produce available to customers.

A Request to bring RE-SALE Produce Form is included in the package.

Market coordinator must confirm approval of all supplementary products.

Please do not bring supplemental products to market without prior approval.

You may be required to hold back a supplemental product until comparable products grown/made by a vendor-producer are sold out.

The farmer/producers name and the location of origin for all supplemental products MUST be clearly posted for the benefit of customers. *Absolutely no resale of produce purchased at the Food Terminal will be permitted.*

## Vendor Responsibilities

### Tables & Shelter

Vendors are required to bring their own tables, chairs and signage for the outdoor market, but for the indoor market we will supply the tables and chairs. For the indoor market please bring your own table cloths and signage. All produce must be stored and displayed off the ground. All displayed & stored food items must be covered (ie. by shelter, tent or umbrella) for the outdoor market. **Tents/Umbrellas must be securely weighed down at all times (at least one weight on each tent leg.)**

### Market Sites & Layout

Layout and assignment of market sites will be determined by the market coordinator and may change from the original layout depending on the number of vendors. Space allotted to each vendor is approximately 10 x10 for our outdoor market; it is much smaller for our indoor market. If you require additional space for vending, additional charges may apply. Please discuss space requirement in advance with market coordinator.

### Signage & Pricing

**All prices must be clearly posted.** Signage must indicate the name of your business and your location. Supplemental produce from another farm must be clearly labeled as to point of origin. All packaged foods (boxed, bagged, jarred, etc.) must be adequately labelled.

*Any produce labeled or verbally promoted as "organic" must be certified organic. Non-Organic farmers should take the time to discuss their farming practices with their customers.*

We encourage vendors to decorate their stall with photos/materials from their farm. Shoppers are looking to connect with the place their food is grown. Stalls must be maintained in a neat and orderly fashion.

### Set up/Closing

Set up is to begin no more than 1.5 hours in advance (12:30 pm) and must be complete before the market opens (2 pm, vehicles clear by 1:45). Vendors must remain open until the market closes (6pm) unless sold out. *While lateness is sometimes unavoidable, chronic lateness may result in the vendor's dismissal from the market.* **IF YOU ARE LATE IN ARRIVING, PLEASE DO NOT DRIVE INTO VENDING AREA. YOU WILL HAVE TO PARK & CARRY IN. ABSOLUTELY NO VEHICLES IN THE VENDING AREA AFTER 1:45 PM.**

### Documentation/Farm & Kitchen Visits

Vendors are responsible for obtaining all licenses, permits, inspection, insurance and certificates required for the sale of their products. Meat vendors must supply documentation on abattoirs and all eggs must be graded. All vendors selling prepared foods, must provide documentation of public health inspected premises and food handler certification. Market coordinator may request to visit & inspect a vendor's farm or kitchen facilities.

### Garbage

Vendors are required to collect and remove all personal garbage and recycling.

## Smoking

Smoking is not permitted in the designated market area.

## Products

All items sold at the market must be listed on the vendor application prior to selling. Market coordinator must be informed of any additions/deletions to this list as the season progresses. Vendors must comply with all regulations regarding re-sale.

## Absence/Cancellation

If you cannot attend a market date, you must inform the market manager in advance. Advance notice must be given before 10 am on the Tuesday prior to market, **BOTH by telephone [416-394-8113] AND by email [kate.hill@toronto.ca]**. After the second unexpected absence, a vendor will be temporarily suspended & must meet with the market coordinator before resuming attendance.

The market will occur rain or shine. In the rare event that the market should be cancelled due to emergency, the market coordinator will inform all vendors directly.

## Complaints & Concerns

Any vendor complaints or concerns should be addressed to the market coordinator in person or in writing.

## Health & Safety

Running water will be available on site.

Washrooms are available on site.

A limited number of electrical hook ups will be available for vendors.

Vendors are responsible for their own compliance with all public health ([www.toronto.ca/health](http://www.toronto.ca/health)) and safety regulations. In the event that a vendor(s) and/or employee is injured while participating in the market, they hereby release, waive and forever discharge Montgomery's Inn, the City of Toronto and its employees from all claims, demands, damages costs and actions whatsoever.

## Liability & Insurance

The Vendor is solely responsible for damages resulting from the sale of unsafe or unsound goods. The Vendor is solely responsible for damages or personal injury resulting from the use of any equipment including umbrellas, tents and other weather protection devices.

Vendors must carry third party liability insurance policy which

a) names the corporation of the City of Toronto as an additional Insured

and

b) contains a cross-liability clause, with a minimum limit of \$2,000,000.00.

A copy of the insurance certificate must be provided in advance of vending, but does not need to accompany your application.

## Visitor Rules of Conduct

The City of Toronto Museums and Heritage Services provides equitable access to programs and services that meet the changing needs of Torontonians. Museums and Heritage Services preserves and promotes universal access to a broad range of programs, events, information and ideas in a welcoming and supportive environment that is free from discrimination and harassment. Everyone has the right to equal treatment with respect to the access and use of the Museums' programs, services and facilities without discrimination or harassment on the basis of sex, sexual orientation, race, colour, ethnic origin, creed and all other grounds set out in the Ontario *Human Rights Code*.

Discrimination and/or harassment will not be tolerated under any circumstances. These rules are intended to prevent such conduct and to ensure the dignity and safety of the public and the staff and to maintain the security of museums' property and artifacts. Any behaviour that does not support a welcoming environment and/or violates the Rules of Conduct may result in exclusion from the Museum programs. City of Toronto Museums asks for the public's cooperation in maintaining a welcoming environment conducive to enjoyable use of the Museums. Staff make every effort to apply these rules in a fair, dignified and positive manner for the benefit of all.

1. Violent, threatening, abusive, discriminatory or harassing language or conduct of any kind is not allowed.
2. Disruptive or intrusive behaviour is prohibited.
3. Damage, or misuse of the Museum's artifacts, equipment and property is not allowed.
4. Members of the public may not make requests for service based on prohibited grounds of discrimination under the Human Rights Code.
5. Children requiring supervision must not be left unattended on Museum grounds.
6. Members of the public may only use authorized entrances and exits and are not allowed in "Staff Only" areas without permission.
7. Members of the public must open all bags, books and papers for inspection if requested by staff.
8. Posting notices, distributing circulars or petitions, soliciting or engaging in any political or commercial activity on the Museum's property must not be conducted without prior written approval from Museum staff.
9. Photographing, filming or video recording of Museum staff and visitors on Museum property must not be conducted without prior approval.
10. Members of the public must wear shirts and shoes and other appropriate attire. Use of sports equipment is not allowed on museum property, except as authorized.
11. Eating and drinking are not allowed in the museums except in designated areas.
12. Service animals are welcome in the Museums. Other animals are only allowed during authorized programs.

